

Message Text

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TO AMEMBASSY LONDON IMMEDIATE

AMEMBASSY BERN IMMEDIATE

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BERN PASS ZURICH

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS AND
LENGTH OF STOP WILL NECESSITATE SOME CHANGES OR SUBSTITU-
TIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.
SEE LAST PARAGRAPHS FOR INSTRUCTIONS TO SPECIFIC POSTS.

TO AVOID CONFUSION AMONG THE MULTIPLICITY OF ACRONYMS
AND TERMS USED, THE FOLLOWING IS OFFERED FOR CLARIFICATION:

A. SPECIAL ASSISTANTS' OFFICE - THIS IS THE BASIC
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OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF CONSISTING OF
TWO (2) SPECIAL ASSISTANTS AND THREE (3) SECRETARIES ALL
OF WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, COMPOSED OF ONE OFFICER

AND ONE SECRETARY EACH. ONE TEAM ARRIVES SEVERAL DAYS PRIOR TO THE SECRETARY TO REVIEW POST PREPARATIONS. THE SECOND TEAM ARRIVES ABOARD THE SECRETARY'S AIRCRAFT.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS CONCERNED WITH ALL ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT. THE TRIP ADMINISTRATIVE OFFICER WILL BE ABOARD THE SECRETARY'S AIRCRAFT. ANOTHER OFFICER FROM S/S-EX MAY VISIT SELECT POSTS IN ADVANCE OF THE SECRETARY'S ARRIVAL TO ASSIST WITH PREPARATIONS.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

E. UNITED STATES SECRET SERVICE (USSS) - REQUIREMENTS AND ARRIVALS OF ADVANCE TEAMS WILL BE SUBJECT OF SEPTELS.

F. WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) - TWO WHCA COMMUNICATORS WILL ARRIVE ABOARD SECRETARY'S AIRCRAFT AND WILL WORK OUT OF THE POST'S C&R UNIT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS AIRCRAFT CREW TOTALING ABOUT TWENTY. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES

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A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW ABOARD SECRETARY'S AIRCRAFT AS WELL AS FOR CREW AND USSS AGENTS ABOARD THE CAR PLANE AND FOR ADVANCE SECRETARIAT AND USSS PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE ACCOMPLISHED.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS:

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH
LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED

HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING
ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE
(39) SINGLES FOR SLEEPING QUARTERS AND TWELVE (12)
DOUBLE ROOMS TO BE USED AS OFFICES. PLEASE NOTE THAT
THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS
FOR ADVANCE PERSONNEL, USSS ABOARD THE SUPPORT AIRCRAFT,
ETC. (SEE PARAGRAPH 6 BELOW). SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE
FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR
EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO (2) BEDROOMS
LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: TWO (2) CONNECTING
DOUBLE ROOMS CONVERTED TO AN OFFICE FOR THE SECRETARY'S
IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES.
MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES
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- FIVE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

- COPY MACHINE

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED
TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM
LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND
SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE
ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S
SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS
AND SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE
CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) SECRETARIAT STAFF (S/S): A TOTAL OF THREE (3) CONNECTING DOUBLE ROOMS. TWO (2) SHOULD BE CONVERTED INTO OFFICES AND THE THIRD DOUBLE SHOULD BE RESERVED FOR OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR LIMITED OFFICIAL USE
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SPECIFICS)

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS RECEPTION ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. DESIRED ROOM/OFFICE CONFIGURATIONS:

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS (AND SY) COMMAND POST TO BE LOCATED IN ONE AREA WITH THE OTHER OFFICES (I.E. S/S, SENIOR STAFF ETC.) LOCATED ON ANOTHER FLOOR. ALL BEDROOM FURNITURE SHOULD BE REMOVED FROM OFFICES.

IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS'

IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CON-LIMITED OFFICIAL USE
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TROLLED BY MARINE SECURITY GUARDS. UNDER NO CIRCUM- STANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE.

5. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVEN- IENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR THE SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OTHER LODGING REQUIREMENTS:

AS MENTIONED, ROOM REQUIREMENTS SET FORTH ABOVE ARE FOR PARTY ABOARD THE SECRETARY'S AIRCRAFT. ADDITIONAL RE- QUIREMENTS ARE:

(1) CREW FOR SECRETARY'S AIRCRAFT: TWENTY-ONE SINGLES, OR AS MANY SINGLES OBTAINABLE AND DOUBLE REMAINDER. REQUESTS USUALLY SENT DIRECT TO DAO; IF THERE IS NO DAO, EMBASSY SHOULD ARRANGE.

(2) CAR PLANE: AN AIR FORCE CARGO PLANE WITH THE SECRE- TARY'S LIMOUSINE AND APPROXIMATELY 24 USSS AGENTS AND A PLANE CREW OF TWELVE WILL ARRIVE ONE OR TWO DAYS BEFORE THE SECRETARY'S VISIT. A TOTAL OF APPROXIMATELY EIGHTEEN DOUBLES WILL BE NEEDED. OTHER ADVANCE PERSONNEL WILL AR- RIVE COMMERCIALY AND WILL BE THE SUBJECT OF SEPTELS.

HOWEVER, FOR PLANNING PURPOSES, FOUR ADVANCE USSS AGENTS,
TWO SY AGENTS, AND TWO WHCA RADIO OPERATORS WILL ARRIVE
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FOUR TO FIVE WORKING DAYS BEFORE THE VISIT AND CAN ALL BE
DOUBLED. FOUR MORE USSS AGENTS WILL ARRIVE TWO TO THREE

ADVANCE SECRETARIAT PERSONNEL WILL CONSIST OF AN OFFICER
AND A SECRETARY ARRIVING TWO TO THREE DAYS IN ADVANCE.

IF MRS. KISSINGER DOES NOT ACCOMPANY THE SECRETARY, NONE
OF THE SY AGENTS WILL BE TRAVELLING.

ALL ADVANCE PERSONNEL (AND INCLUDING BOTH PLANE CREWS
BUT WITH THE EXCEPTION OF THE SECRETARIAT PERSONNEL) CAN
BE DOUBLED AND NEED NOT BE IN SAME HOTEL AS THE SECRETARY
AND PARTY. SECRETARIAT STAFF SHOULD BE IN SINGLES AND
IN SAME HOTEL AS SECRETARY.

7. GROUND TRANSPORTATION

THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S
ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE BY
IMMEDIATE CABLE IF THIS IS ACCEPTABLE TO THE HOST GOVERN-
MENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS
PROPOSAL.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT
WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE
RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. ALSO, ONE
OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE
AIRPORT WITH THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOP-
ING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS
ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD,
I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) ONE VEHICLE FOR WHCA PERSONNEL.
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(6) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(7) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

8. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: THE MEDICAL OFFICER AND THE USSS AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

9. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PRO-LIMITED OFFICIAL USE
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TECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

D. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND

SENIOR STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

10. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

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E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY USSS TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE USSS ADVANCE TEAM.

F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

11. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT

AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

12. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN LIMITED OFFICIAL USE
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THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I. E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

13. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

14. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE AIRCRAFT CREWS WILL BE HANDLED VIA MILITARY CHANNELS.

15. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

16. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMO-LIMITED OFFICIAL USE
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ANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

17. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

18. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS
OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

19. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT
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STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT
PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED
DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT,
INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, AC-
COMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING,
MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIR-
CRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S
PARTY.

C. AN ENGLISH SPEAKING LOCAL EMPLOYEE SHOULD BE ASSIGNED
TO THE SPECIAL ASSISTANTS' OFFICE FOR THE DURATION OF
THE VISIT. IT WILL SUFFICE IF THE SPECIAL ASSISTANTS'
DRIVER IS BILINGUAL. THIS PERSON CAN REMAIN IN THE
VISITORS' RECEPTION ROOM UNTIL CALLED UPON.

D. FOR LONDON ONLY: APPRECIATE EXTREME DIFFICULTY
EMBASSY IS HAVING OBTAINING HOTEL ROOMS THIS TIME. TO THE
EXTENT POSSIBLE PLEASE LODGE SENIOR PARTY IN CLARIDGE'S
AND OVERFLOW IN OTHER NEARBY DIGS. ROBINSON

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PARATIONS.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS
ABOARD SECRETARY'S AIRCRAFT.

E. UNITED STATES SECRET SERVICE (USSS) - REQUIREMENTS
AND ARRIVALS OF ADVANCE TEAMS WILL BE SUBJECT OF SEPTELS.

F. WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) - TWO WHCA
COMMUNICATORS WILL ARRIVE ABOARD SECRETARY'S AIRCRAFT
AND WILL WORK OUT OF THE POST'S C&R UNIT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY
FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS AIR-
CRAFT CREW TOTALING ABOUT TWENTY. THE GROUP WILL TRAVEL
ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE
FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES

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A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR
PARTY, PRESS, AND CREW ABOARD SECRETARY'S AIRCRAFT AS
WELL AS FOR CREW AND USSS AGENTS ABOARD THE CAR PLANE
AND FOR ADVANCE SECRETARIAT AND USSS PERSONNEL TRAVELLING
COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS
CAN BE ACCOMPLISHED.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEAR-
ANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S
AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS
AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS:

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH
LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED

HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING
ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE
(39) SINGLES FOR SLEEPING QUARTERS AND TWELVE (12)
DOUBLE ROOMS TO BE USED AS OFFICES. PLEASE NOTE THAT
THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS
FOR ADVANCE PERSONNEL, USSS ABOARD THE SUPPORT AIRCRAFT,
ETC. (SEE PARAGRAPH 6 BELOW). SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE
FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR
EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO (2) BEDROOMS
LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: TWO (2) CONNECTING
DOUBLE ROOMS CONVERTED TO AN OFFICE FOR THE SECRETARY'S
IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES.
MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

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- FIVE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

- COPY MACHINE

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED
TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM
LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND
SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE
ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S
SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS
AND SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE
CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR.
BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR
OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR
STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) SECRETARIAT STAFF (S/S): A TOTAL OF THREE (3) CON-
NECTING DOUBLE ROOMS. TWO (2) SHOULD BE CONVERTED INTO
OFFICES AND THE THIRD DOUBLE SHOULD BE RESERVED FOR
OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE
OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED
MATERIAL. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)
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(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS RECEPTION ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS. SEE SEPTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. DESIRED ROOM/OFFICE CONFIGURATIONS:

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS (AND SY) COMMAND POST TO BE LOCATED IN ONE AREA WITH THE OTHER OFFICES (I.E. S/S, SENIOR STAFF ETC.) LOCATED ON ANOTHER FLOOR. ALL BEDROOM FURNITURE SHOULD BE REMOVED FROM OFFICES.

IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS'

IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MARINE SECURITY GUARDS. UNDER NO CIRCUM-
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STANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE.

5. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR THE SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OTHER LODGING REQUIREMENTS:

AS MENTIONED, ROOM REQUIREMENTS SET FORTH ABOVE ARE FOR PARTY ABOARD THE SECRETARY'S AIRCRAFT. ADDITIONAL REQUIREMENTS ARE:

(1) CREW FOR SECRETARY'S AIRCRAFT: TWENTY-ONE SINGLES, OR AS MANY SINGLES OBTAINABLE AND DOUBLE REMAINDER. REQUESTS USUALLY SENT DIRECT TO DAO; IF THERE IS NO DAO, EMBASSY SHOULD ARRANGE.

(2) CAR PLANE: AN AIR FORCE CARGO PLANE WITH THE SECRETARY'S LIMOUSINE AND APPROXIMATELY 24 USSS AGENTS AND A PLANE CREW OF TWELVE WILL ARRIVE ONE OR TWO DAYS BEFORE THE SECRETARY'S VISIT. A TOTAL OF APPROXIMATELY EIGHTEEN DOUBLES WILL BE NEEDED. OTHER ADVANCE PERSONNEL WILL ARRIVE COMMERCIALY AND WILL BE THE SUBJECT OF SEPTELS.

HOWEVER, FOR PLANNING PURPOSES, FOUR ADVANCE USSS AGENTS, TWO SY AGENTS, AND TWO WHCA RADIO OPERATORS WILL ARRIVE FOUR TO FIVE WORKING DAYS BEFORE THE VISIT AND CAN ALL BE LIMITED OFFICIAL USE
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DOUBLED. FOUR MORE USSS AGENTS WILL ARRIVE TWO TO THREE

ADVANCE SECRETARIAT PERSONNEL WILL CONSIST OF AN OFFICER AND A SECRETARY ARRIVING TWO TO THREE DAYS IN ADVANCE.

IF MRS. KISSINGER DOES NOT ACCOMPANY THE SECRETARY, NONE OF THE SY AGENTS WILL BE TRAVELLING.

ALL ADVANCE PERSONNEL (AND INCLUDING BOTH PLANE CREWS BUT WITH THE EXCEPTION OF THE SECRETARIAT PERSONNEL) CAN

BE DOUBLED AND NEED NOT BE IN SAME HOTEL AS THE SECRETARY AND PARTY. SECRETARIAT STAFF SHOULD BE IN SINGLES AND IN SAME HOTEL AS SECRETARY.

7. GROUND TRANSPORTATION

THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) ONE VEHICLE FOR WHCA PERSONNEL.

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(6) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(7) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST
PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS
KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY
WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE
PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED
ON ROUTES BEFORE ARRIVAL OF THE PARTY.

8. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND
CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY
IMMEDIATE CABLE. NOTE: THE MEDICAL OFFICER AND THE
USSS AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO
SPECIFIC VEHICLES. THE S/S-EX ADMINISTRATIVE OFFICER
ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL
AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPEND-
ENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

9. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PRO-
TECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN
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ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS
BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE
VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH
THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE
AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH
DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED
MATERIAL.

D. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR
OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE
SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE
SPECIAL ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND

SENIOR STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS
TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN
UNIFORM.

10. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH
IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER
PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

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E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY USSS TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE USSS ADVANCE TEAM.

F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

11. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

12. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE

SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LIMITED OFFICIAL USE
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LOCATION, I. E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

13. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

14. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE AIRCRAFT CREWS WILL BE HANDLED VIA MILITARY CHANNELS.

15. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

16. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMO-ANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.
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17. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

18. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

19. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT
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PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, AC-

COMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIR-CRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

C. AN ENGLISH SPEAKING LOCAL EMPLOYEE SHOULD BE ASSIGNED TO THE SPECIAL ASSISTANTS' OFFICE FOR THE DURATION OF THE VISIT. IT WILL SUFFICE IF THE SPECIAL ASSISTANTS' DRIVER IS BILINGUAL. THIS PERSON CAN REMAIN IN THE VISITORS' RECEPTION ROOM UNTIL CALLED UPON.

D. FOR LONDON ONLY: APPRECIATE EXTREME DIFFICULTY EMBASSY IS HAVING OBTAINING HOTEL ROOMS THIS TIME. TO THE EXTENT POSSIBLE PLEASE LODGE SENIOR PARTY IN CLARIDGE'S AND OVERFLOW IN OTHER NEARBY DIGS. ROBINSON UNQTE. ROBINSON

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